

## EMPLOYMENT OPPORTUNITY ANNOUNCEMENT

DEPARTMENTS OF THE ARMY AND AIR FORCE  
OFFICE OF THE ADJUTANT GENERAL  
NORTH CAROLINA NATIONAL GUARD  
HUMAN RESOURCES OFFICE  
4105 REEDY CREEK ROAD  
RALEIGH, NORTH CAROLINA 27607-6410

ANNOUNCEMENT #: ARNGT 10-239/ANG 10-26

OPENING DATE: 3 December 2010

CLOSING DATE: 3 January 2011

ANTICIPATED FILL DATE: 30 Jan 11

### POSITION TITLE AND NUMBER

Management Assistant  
PDCN D1584000, MD #: 1224-630L  
(Temp Prom/Exc Indef)

### UNIT/ACTIVITY AND DUTY LOCATION

JFHQ-NC-J6, NCARNG  
Raleigh, North Carolina

### GRADE AND SALARY (Includes Locality Pay of 17.64%)

GS-0344-07 \$39,973 - \$51,969 per annum

### EMPLOYMENT STATUS

Excepted Service

*\*\*Individual selected may be required to work a varied schedule and may be entitled to premium pay IAW OTAGNC 690-1\*\**

**WHO CAN APPLY:** The area of consideration for this announcement is NATIONWIDE. Applications will only be accepted from current employees of the North Carolina National Guard with a permanent Excepted Appointment, current military members of the North Carolina National Guard and individuals who are eligible and willing to enlist in the North Carolina National Guard.

**HOW TO APPLY:** Interested applicants may apply by submitting an Application for Federal Employment (Standard Form 171), Optional Application for Federal Employment (Optional Form 612), resume or any other form of application. It is **REQUIRED** that the Knowledge, Skills and Abilities (KSA) listed below be addressed and attached to the application. The application and KSA Statement should be mailed to the North Carolina National Guard, ATTN: JFHQ-NC-HRO, 4105 Reedy Creek Road, Raleigh, NC 27607-6410. It must be received not later than the closing date or if mailed postmarked by the closing date. **NOTE: Information that must be provided when applying for a technician position is as follows: announcement number; name; address; telephone number; social security number; date of birth; citizenship; education; work experience; and other job-related qualifications. For more information, call 1-800-621-4136 ext. 6429/6431. Faxed or E-mailed copies will not be accepted.**

**QUALIFICATION REQUIREMENT:** Must have 24 months specialized experience which demonstrates that the applicant has acquired the below listed KSA's. *The application or resume must reflect the required 24 months experience.* Education may be substituted for experience when applicable and the appropriate transcripts are submitted with application. In-service placement actions will be considered when applicable.

### KNOWLEDGE, SKILLS ABILITIES (KSA'S)

Below are listed the KSA's for this position. Applicants **must** address each KSA individually in paragraph format by explaining any civilian and military work experience (*with inclusive dates that reflect 24 months of specialized experience*) that provided that KSA. It is **required** that this statement be attached to the application. Failure to do so will result in the applicant not being considered for this position. For more information or assistance, call 1-800-621-4136 ext. 6429/6431.

1. Knowledge of administrative control processes and procedures that govern the storing and archiving of records is required to effectively maintain Records Holding Area (RHA) and to store, retire, and dispose of records appropriately.
2. Knowledge of established procedures for archiving historical records, documents and artifacts for future use to properly maintain the records.
3. Knowledge of general management and administration as well as a practical knowledge of records management is required to prepare accurate records and reports.
4. Ability to communicate clearly orally and in writing to provide one-on-one training as well as to conduct workshops with unit and activity personnel.
5. Knowledge of the organizational structure of the State is required to determine sources of information while performing duties/responsibilities

**CONDITIONS OF EMPLOYMENT:** 1. Occupants of this position must maintain continuous military membership in the *North Carolina National Guard (NCNG)*. NCNG status (military grade, MTOE or TDA assignment, MOS/SSI, military unit) and experience must be entered on the application. The recommended applicant **will not** be approved for appointment until they occupy a compatible MOS in the NCNG shown under Military Assignment on the reverse side of this announcement. 2. The applicant selected for this position will be **required** to participate in the Direct Deposit/Electronic Fund Transfer Program.

**MILITARY ASSIGNMENT:** Assignment to a compatible Enlisted (E6 & Below) position in the NCNG is mandatory. (Enl: CMF 25B/Y, 42A; AFSC: 33XX, 2E2XX, 3C0X1, 3C2XX)

**EVALUATION FACTORS USED:** Personal interviews, review of application and the KSA Statement.

**PRINCIPLE DUTIES AND RESPONSIBILITIES:** Position is located in an information management office. Its purpose is to direct a statewide records management program and maintain a Records Holding Area, to include archiving of historical records, documents and artifacts. This position requires military membership. It is designated for an Enlisted incumbent only. In accordance with DA Pamphlet 611-21 and AFMAN 36-2108, the incumbent performs duties necessary to accomplish information technology management functions in support of command, control, communications and computers (C4) programs essential to state information management daily operations, training, and readiness missions. Operates the Records Holding Area (RHA). Advises units and activities on the policies and procedures for records retirement and disposal. Receives and reviews incoming records to be placed in the RHA, ensuring that they meet criteria for storage eligibility. Processes records for storage and establishes catalogs of records for retrieval purposes; calculates and specifies the disposal dates according to pertinent regulations; assigns accession numbers and shelves records in systematic order for recall of particular stored files; identifies and destroys or arranges for final disposition of stored records in accordance with applicable regulations. Maintains the Records Holding Area to include preparation and maintenance of transmittal forms, inventory lists, registers, and other index documents to facilitate references, document the transfer of records, and permit immediate retrieval of records upon request. Processes a variety of requests for recall of files and documents. Performs extensive research in response to requests for information, files, or documents which includes researching automated files and indexes as well as manual records. Provides information, records, documents to the requester within the provisions of the Privacy Act and the Freedom of Information Act. Maintains appropriate administrative records reflecting the history of each charge-out from the RHA, indicating dates of receipt, requester, documents released, date of refueling, and other pertinent information. Provides technical assistance to staff elements, units and activities with regard to establishment and operation of records systems. Analyzes existing records systems having technical or clerical problems with duplication, retrieval or disposition. Develops recommendations for improving these records systems. Conducts training workshops for units and activities with respect to records creation, records maintenance/use, and disposition. Plans and conducts training programs covering the agency record keeping systems utilized by the serviced organizations and military correspondence preparation and management. Provides temporary storage in a staging area for special groups of records when immediate or permanent storage is not authorized or feasible. Retires or destroys these records as they become eligible under records control schedules. Performs records management studies or surveys as needed. Gathers and compiles information and statistical data in assigned special projects. Identifies records, documents and artifacts with potential historical value and arranges for transfer to RHA. Maintains the integrity and safekeeping of such archival materials. Performs other duties as assigned.

**ADDITIONAL INSTRUCTIONS:** 1. Applicants are requested to identify, on a separate sheet of paper, their race and national origin from one of the following categories; Male or Female; American Indian or Alaskan native; Asian or Pacific Islander; Black, not of Hispanic origin; Hispanic; White, not of Hispanic origin. Submission of this information is voluntary and will be used in support of the NCNG Equal Employment and Affirmative Action Programs. 2. Participants in the Selected Reserve Incentive Program will be administered as prescribed by NGB Pamphlet 600-15. 3. A permanent change of station (PCS) will not be authorized for the individual selected for this position unless agreed upon in advance by HRO and a PCS order is prepared prior to effective date. 4. Males born on or after 1 January 1960 must be registered with the selective service in order to be considered for federal employment. 5. *Temporary Promotion may be terminated at any time without prior notification. Individual selected will be returned to previous position held upon completion of temporary promotion.* 6. *Temporary Promotion may be converted to permanent promotion if position becomes permanently funded.* 7. *This position is to be filled indefinite. Individual selected may be terminated from employment upon receipt of a 30 day notice if shortage of funds or workload so dictates. Selected individual will be eligible for retirement and insurance benefits. Selected individual may be non-competitively converted to a permanent status if this position becomes permanently funded.*

**INFORMATION SUBMITTED WILL BE USED ONLY IN ACCORDANCE WITH THE PRIVACY ACT OF 1974**

**DISTRIBUTION:** A, B, C-3, G-25, H-3, J-3, K-3, M, N-12, P-9, Q, W-2, Y-2, R: HRO-1, AGAV-1, AGCS-3, DCSANG-1, DCSLOG/G4-4, DCSOI-3, DCSPER-3, FMCB-2, IG-1, SCSM-1, SRAA-1, VCSOP-1